Registration Instructions for IRLP Courses for Teachers College Scholars & Post-DOCs

These instructions are for IRLP registration for individuals who are visiting researchers at Teachers College. If you are at Columbia University main campus or at another institution, please follow the instructions for “Non-TC scholars” also linked on the IRLP website.

Note to TC Scholars: These instructions assume you have already activated your UNI provided by Teachers College.

1. Go to: https://ssb.tc.columbia.edu/flexreg_PROD/index.jsp?frc=IRLP
2. You may need to run Adobe Flash Player to run the system. If you receive this error, click the icon that says “get ADOBE FLASH PLAYER,” and you should see a pop-up. Click “allow.”

More Recent Flash Player Required

This application requires a more recent version of the Adobe Flash Player. Click the image below to get the most recent version of Adobe Flash Player.

Return to Banner Flexible Registration

Once you click “allow” in the browser, you may need to click the link to the registration page again (or you may “re-paste” the link in the browser as well).

3. Once you are in the registration system:

   a. Select the registration term from the drop-down menu
   b. Search for IRLP courses by typing in “A&HL”
   c. click the “search” icon
4. The two IRLP courses will show up. Click the **Add** button for the appropriate course. Then click the **Register** button in the bottom right hand part of the screen.

5. Since you are already part of the TC community, you will now **sign in**.

6. As a TC community member, you will use your **TC ID number** as your user name, and your **TC PIN** number as your password. To find these if you don’t know them, follow these steps:
   a. Go to the **TC Portal** (your “MyTC”)
   b. Go under **TC Services** and then click on “**My TC ID number**”
7. Locate your **TC ID number**. Then click on the link on the bottom to display your PIN number.

8. Locate your **PIN number**

9. Enter your TC ID number as your user Name, and your PIN number as your password.
10. You will now enter your information. Any field marked with a * (star) is required. **Be sure your name and email address are accurate.

11. In the box to the right of the Security Check, type the number-letter combination exactly as it is provided

12. Once you have created your account, the welcome window below will appear. **Make note of your login ID and password and keep them in a safe place.** You will need these credentials to log back on to the FlexReg system in the future. After you record your ID and password, click ‘continue.’
13. You will be asked to set a security question and answer. Your security question as it will allow you to recover your password if you misplace it. Once you do this, click “submit.”

14. After you create your account and select the courses for registration, you are prompted pay, which you will do in another system and will pop up in a new browser window. **Again, be sure you enter your email address correctly** when you submit your payment info.

15. When you finish paying, you can close that browser window, and return to the FlexReg system. You will receive an automated email with your payment receipt. Keep this in a safe place for your records.

16. **Click all the way through and click the “finalize registration” button.** Otherwise, you will not be fully registered for the course or courses.
17. Finally, you will complete the survey questions, including your department if you are from Columbia University (question 1), or your Institution and department (questions 2 and 3) if you are from another institution.

You are finished! Please email us at clp@tc.columbia.edu with any questions or issues!